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SECRETARY OF THE AIR FORCE**



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This instruction implements AFI 90-4, Relations with Congress, by providing guidance and procedures for Air Force personnel who respond to inquiries from and interact with the Congress. It describes the responsibilities of HQ USAF, major command (MAJCOM), and field operating agency (FOA) organizations in providing information to the Congress on various inquiries or requests. It applies to individuals at all levels who prepare, manage, review, certify, approve, disseminate and/or use official Air Force publications and forms, including Air Force Reserve and Air National Guard (ANG) units, except where noted otherwise.

(AETC) This instruction implements AFI 90-401, *Air Force Relations with Congress*, by providing guidance and procedures for Air Force personnel who respond to inquiries from and interact with the Congress. It describes the responsibilities of HQ USAF, major command (MAJCOM), and field operating agency (FOA) organizations in providing information to the Congress on various inquiries or requests. It applies to individuals at all levels who prepare, manage, review, certify, approve, disseminate and/or use official Air Force publications and

forms, including Air Force Reserve and Air National Guard (ANG) units, except where noted otherwise. Process supplements/publications in accordance with (IAW) AFI 33-360, *Publications and Forms Management*.

(AETC) AFI90-401, *Air Force Relations with Congress*, 14 June 2012, is supplemented to establish policy and procedures unique for Air Education and Training Command (AETC). It explains responsibilities and procedures of AETC for maintaining effective relationships with congress in accordance with in AFI 90-401. It also provides procedures for inviting and conducting visits by members of Congress to routine base events. It extends AFI 90-401 by providing guidance and procedures for AETC personnel who respond to congressional inquiries or have interaction with members of congress and their staffs. This supplement applies to all offices of record within AETC. Base supplements can add to but not take away from the Air Force Instruction (AFI) and MAJCOM supplement. Submit recommendations to change guidance in this publication as required. Forward suggested improvements and changes to this publication on AF Form 847, *Recommendation for Change of Publication*, through channels, to HQ AETC/CCX, 1 F St, Ste 213 JBSA-Randolph, TX 78150-4324, DSN 487-5844. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This is the third publication of AFI 90-401. The initial publication superseded AFR 11-7, 22 December

1983, eliminating the requirement to file reports for congressional committee investigations, hearings, or visits. This revision establishes the Office of Legislative Liaison, Congressional Action Division, SAF/LLZ, as the OPR to provide support to wing commanders during visits with members of Congress and their staffs. SAF/LLZ will provide support to wing commanders in coordination with the Office of Budget and Appropriations Liaison, SAF/FMBL, as appropriate. This document also establishes the appropriate routing for Congressional Correspondence. Refer recommended changes and questions about this publication to the Office of Primary responsibility (OPR), SAF/LLZ, using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the Major Command (MAJCOM) publications/forms managers. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

(AETC) This is first publication of AETCSUP to AFI90-401, 14 June 2012 which replaces AETCI 90-402, *Air Force Relations with Congress*, 23 November 2004. This document is substantially revised and must be completely reviewed. This document provides clarifying guidance on Installation Commander visits with Congressional delegations and provides a post-

visit contact report template for content standardization. It also defines various organizations' responsibilities regarding congressional inquiries.

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Chapter 1

RELEASING INFORMATION

1.1. Classified Information. Air Force personnel must properly safeguard classified information in the interests of national defense (according to DoD 5200.1-R, *Department of Defense Information Security Program Regulation*, with Change 1 and AFI 31-401, *Information Security Program Management*). In accordance with DoDI 5230.29 and DoDI 5400.04, Prepared Statements, Transcripts, QFRs, IFRs, Advance Policy Questions, Selected Acquisition Reports, and Budget Documents will be submitted to the DoD Office of Security Review for security and policy review with the consent of the Secretary of the Air Force before going to Congress. The Secretary has designated the Security and Policy Review office (SAF/PA) as the approval authority for release of Air Force classified information to the Congress. Refer congressional requests for classified information to SAF/PA through SAF/LL or SAF/FMBL. Air Force officials may not disclose classified information to the Congress for release to a congressional constituent.

1.2. "For Official Use Only" Information. According to DoD 5400.7-R_AFMAN 33-302, *Freedom of Information Act Program*, Air Force officials may generally not disclose For Official Use Only (FOUO) information to the public that falls within exemptions 2 through 9 of the Freedom of Information Act (FOIA). However, the Air Force may release such information to chairpersons or ranking members of congressional committees or subcommittees if the information relates to matters within their jurisdiction. An Air Force official who decides the information should not be released to the congressional committee must staff the congressional request for information with a recommendation to the Secretary of the Air Force through SAF/LL or SAF/FMBL as appropriate. Requests from Members of Congress not seeking records on behalf of a Congressional Committee, Subcommittee, either House sitting as a whole, or made on behalf of their constituents shall be considered the same as any other requester.

1.3. Privacy Act Information. Air Force officials must protect personal information about military and civilian employees according to the guidelines of the Privacy Act. Without an individual's written consent to release information, Air Force officials may provide only general information according to the provisions of AFI 33-332, *Air Force Privacy Program* which sets forth the Privacy Act procedures. The Air Force may, however, disclose an individual's records without the individual's consent when requested by a chairperson or ranking member of a congressional committee or subcommittee if the information relates to matters within their jurisdiction. When making such a disclosure, the Air Force should tell the committee or subcommittee members about any sensitive information and the need to safeguard it.

1.4. Information for Air Force Personnel. Air Force personnel have the legal right to petition, furnish information to, or communicate with Congress (Title 5, United States Code, Section 7102 and Title 10, United States Code, Section 1034).

1.5. Locally Sensitive Information. Information on significant changes in the status of Air Force units, installations, and industrial facilities may have an impact on states and congressional districts. Therefore, Air Force officials must not release any information governed by AFI 10-503, *Strategic Basing*, September 27, 2010, without the proper authorization. For any other information not governed by AFI-10-503 basing actions concerning changes in status of AF units, installations, and industrial facilities that might have an impact (positive or negative) on

the local community/congressional district; local commanders should check with SAF/LL or SAF/FMBL prior to release.

1.6. Congressional Security Clearances and Special Access. Per OSD Policy, Congressional Member clearances are automatic once the Member is elected into their current position in the United States Senate or U.S. House of Representatives. Once a Member is elected as a seated member of Congress, the Member is automatically read into SCI and any other classification needed. To verify the security clearance and special access information of congressional staff members, contact the Office of the Secretary of Defense, Legislative Affairs Security Office (OSD/LA), or SAF/LL Security for proper direction.

1.6.1. In accordance with *Hamre, John, J., Memo to the Honorable Jerry Lewis, United States House of Representatives, Washington D.C., 22 June 1999*, "Members of Congress assigned to the defense committees (and to the intelligence committees only for intelligence SAPs) are accessed to all DoD SAPs, except for a limited number of programs judged to be of extreme sensitivity, referred to as waived SAPs.

1.6.2. Acting on behalf of the Chairman and the Ranking Member, only the Majority and Minority Staff Directors will granted access to waived SAPs. Chairmen and Ranking Members may request the Deputy Secretary of Defense to grant exception to this restriction on a case by case basis.

1.6.3. Access to non-waived SAPs by professional staff members of the defense and intelligence committees will be determined by the Staff Director and the Minority Staff Director, respectively, on behalf of the Chairman and Ranking Member. Accesses will be coordinated with the Defense Department's Special Access Program Coordination Office (SAPCO) to ensure compliance with personnel security requirements.

1.6.4. Members of Congress not assigned to the defense committees (and to the intelligence committees only for intelligence SAPs) will be granted access to DoD SAPs (non-waived SAPs only) with the concurrence of the DoD after consultation with the Chairman and Ranking Member of the defense committees.

1.6.5. The personal staff of a Member of Congress shall not be granted access to DoD SAPs.

1.7. Industry and Contract Information. Information concerning contractor proprietary information must be safe-guarded. Special care must be exercised when releasing information during the source selection process. Proper use of non-disclosure statements must be exercised.

Chapter 2

HQ USAF RESPONSIBILITIES

2.1. Congress is a critical partner with the United States Air Force. The Air Force works with Congress to ensure Airmen are properly organized, trained, and equipped to conduct the range of missions the Nation expects and needs. Therefore, open and honest dialogue with members of Congress and their staffs is encouraged at all levels of the Air Force.

2.2. Secretary of the Air Force. Only the Secretary may deny congressional requests for information or approve congressional travel to Air Force activities.

2.3. Office of Legislative Liaison (SAF/LL). HAF Mission Directive (HAF MD 1-22) gives SAF/LL the authority and responsibility (except for Appropriations Committees, Budget Committees, the Office of Management and Budget (OMB), and the Congressional Budget Office (CBO)) for relations with the Congress, the Executive Office of the President and Vice President, the Office of Secretary of Defense, and other governmental agencies. Official liaison includes:

2.3.1. Developing, coordinating and supervising the Air Force legislative program.

2.3.2. Ensuring accuracy and consistency on all Air Force information intended for the Congress.

2.3.3. Keeping members and committees of the Congress advised of Air Force activities in their area of interest.

2.3.4. Evaluating, reporting, and disseminating pertinent legislative information to the Air Force.

2.3.5. Cooperating fully with Congress and giving full and timely responses to Congressional Inquiries.

2.3.6. Answering executive office and congressional inquiries and correspondence.

2.3.7. Initiating, where appropriate, recommendations for possible remedial action on inquiries reflecting criticism of Air Force policy.

2.3.8. Preparing witnesses for congressional hearings.

2.3.9. Arranging for and coordinating Air Force testimony at congressional hearings.

2.3.10. Supervising Secretariat and Air Staff review of transcripts, inserts from Air Force congressional hearing testimony, and actual hearing questions taken for the record.

2.3.11. Supervising congressional travel arrangements and requirements designated as official responsibility of the Air Force.

2.3.12. Supporting Major Command (MAJCOM), Numbered Air Force (NAF), and Wing Commanders during Congressional member visits.

2.3.13. Tasking and tracking responses to congressional reporting requirements.

2.4. Office of the Assistant Secretary (Financial Management and Comptroller) (SAF/FM). HAF Mission Directive (HAF MD 1-12) gives SAF/FM the authority and

responsibility for relations with the Appropriations and Budget Committees, and the Congressional Budget Office (CBO). SAF/FM designates the Office of Budget and Appropriations Liaison (SAF/FMBL) to perform official Congressional liaison duties. Official liaison duties for the above committees and CBO include:

- 2.4.1. Developing, coordinating, and supervising the Air Force legislative program.
- 2.4.2. Ensuring the accuracy and consistency of all Air Force information intended for the Congress.
- 2.4.3. Keeping members and committees advised of Air Force activities in their area of interest.
- 2.4.4. Answering executive office and congressional inquiries/correspondence.
- 2.4.5. Initiating, where appropriate, recommendations for possible remedial action on inquiries reflecting criticism of Air Force policy.
- 2.4.6. Preparing witnesses for congressional hearings.
- 2.4.7. Evaluating, reporting, and disseminating pertinent legislative information to the Air Force.
- 2.4.8. Arranging for and coordinating Air Force testimony at congressional hearings.
- 2.4.9. Supervising Secretariat and Air Staff review of transcripts, inserts from Air Force and other defense related congressional hearing testimony, and questions taken for the record.
- 2.4.10. Making travel arrangements and providing escorts for official travel requirements.
- 2.4.11. Supporting Wing Commanders during Congressional member visits.
- 2.4.12. Supporting Major Command (MAJCOM), Numbered Air Force (NAF), and Wing Commanders during Congressional member visits.

2.5. Joint Responsibilities of SAF/LL and SAF/FM. SAF/LL and SAF/FM are responsible for:

- 2.5.1. Securing advance notice of congressional committee hearings, investigations, or visits to the field. In these cases, SAF/LL or SAF/FMBL notifies the relevant Air Force organizations and helps committees with their visits. Air Force commanders or Air Force representatives who receive notice of a committee hearing, investigation, or visit directly from the Congress must inform SAF/LL or SAF/FMBL immediately.
- 2.5.2. Coordinating SAF/LL and SAF/FMBL activities to ensure effective legislative liaison.
- 2.5.3. Coordinating with the proper Air Force Headquarters offices on legislative and budgetary issues.
- 2.5.4. Processing legislation affecting the Air Force.
- 2.5.5. Obtaining OMB and OSD clearance of Air Force witness statements, slides, handouts, and so forth before testimony at congressional committee hearings.
- 2.5.6. Directing the HQ USAF review of transcripts of Air Force testimony at congressional committee hearings and preparation of questions/inserts for the record.

2.5.7. Directing the preparation of Air Force responses required by congressional committee reports and laws.

2.5.8. Maintaining a legislative research library and other source records on congressional matters that affect Air Force programs and budgets.

2.5.9. Informing SAF/PA of action on congressional requests for information that have potential public relations implications.

2.5.10. Giving SAF/PA copies of unclassified Air Force testimony for release to the media through the Office of the Assistant Secretary of Defense for Public Affairs (OASD/PA).

2.5.11. Directing Air Force field organizations to communicate directly with SAF/LL or SAF/FMBL and to immediately notify the appropriate MAJCOM of Congressional inquiries and correspondence. Contact the appropriate SAF/LL division(s) or SAF/FMBL by telephone or email (see [Attachment 2](#) for phone numbers and email addresses). After office hours, have the Air Force Operations Center (703-697-6103) connect you to the SAF/LL Duty Officer.

Chapter 3

CONGRESSIONAL CORRESPONDENCE

3.1. Congressional Correspondence. Any written communication from a member of Congress (MOC) or a Committee of the Congress requiring a response from the Air Force.

3.1.1. Request for Information (RFI): Written/verbal inquiries from a MOC, Committee, requesting information on Air Force policies, programs, or activities to include follow up from Congressional engagements.

3.1.2. Inquiries: Correspondence sent by a private citizen to a MOC, WH, elected official requesting information on a particular subject.

3.1.3. Notifications: Information the Air Force is required by statute to deliver to Congress, or a proactive dissemination of information to Congress.

3.2. Communications with Congress. Communications with Congress and the Executive branch of government are extremely sensitive; therefore, it is imperative the Air Force response be both prompt and accurate. If there is a problem meeting the suspense, the Secretariat or Air Staff action officer must notify, no later than 48 hours from suspense date, the SAF/LL or SAF/FMBL action officer that an interim letter is needed. The OPR is responsible for writing the interim response.

3.3. Inquiries. Inquiries are received and tasked to the appropriate Secretariat or Air Staff office, or Air Force Agency. That office or agency may subsequently send the inquiry to another coordinating office (OCR) or MAJCOM. The proposed response is sent back to SAF/LLI who sends the response to the constituent. The entire process should take 30 days or less.

3.4. Congressional Inquiries to Commanders.

3.4.1. Air Force policy is to respond promptly and factually to direct requests for information from Members of Congress and their staffs IAW Headquarters Operating Instruction (HOI) 33-10, *Suspense and Control of Congressional and White House Correspondence*. Commanders will designate an appropriate point of contact for Congressional inquiries and visits and provide that information to their respective MAJCOM Legislative Affairs Function. Commanders will establish appropriate procedures to:

3.4.2. Comply with paragraphs 1.1 to 1.7 of this instruction.

3.4.3. Inform SAF/LL or SAF/FMBL and parent MAJCOM of all congressional inquiries. Email a scanned copy of the constituent inquiry to the Legislative Liaison Inquiry Division (SAF/LLI) and the MAJCOM Legislative Liaison Affairs function within 24 hours of receipt. For an inquiry received by telephone, transcribe and email it to the Inquiry Division within 24 hours of receipt or by the first duty day following a weekend or holiday (see [Attachment 2](#) for phone numbers and email addresses). Include contact information for the person filing the inquiry.

3.4.4. Send the MAJCOM Legislative Affairs function and SAF/LL or SAF/FMBL a copy of all congressional communications, including original inquiries and proposed replies.

3.4.5. **(Added-AETC)** Only the inspector general, vice wing commander, wing commander/equivalent or higher will sign letters in response to congressional/high-level inquiries. Congressional inquiries entered into the AF IG complaints resolution process will be addressed IAW AFI 90-301. Congressional Inquiries entered into the AF IG complaints resolution process will be addressed IAW AFI 90-301. Provide a courtesy copy of final responses to HQ AETC/CCX and HQ AETC/IGQ. *NOTE:* If a commander views a congressional inquiry response as sensitive or controversial in nature, he or she will instruct HQ AETC/CCX to forward the response to AETC/CC or CV and DS.

3.5. Status of Forces Agreements. Because of their sensitive nature, process all inquiries about cases dealing with Status of Forces Agreements, individual privileges or rights while stationed outside the continental United States, legal or policy problems, or issues that may become sensitive or controversial in the same manner as all other Congressional Inquiries.

Chapter 4

TRAVEL

4.1. Invitation to Travel. The Secretary of Defense or Secretaries of the Military Departments may extend invitations for sponsored travel within the United States to Members and employees of Congress. DoD 4515.12 assigns the responsibility for approving and coordinating requests for transportation from the Congress to the Assistant Secretary of Defense for Legislative Affairs (OSD/LA). DoD 4515.12 also describes the procedures for travel at the invitation of the SECDEF or Service Secretaries.

4.2. Visiting Bases. Members of Congress and their staffs may need to visit Air Force activities. The Air Force fully supports and encourages these visits. With Secretary of the Air Force (SECAF) approval, the Air Force may provide transportation for congressional visits.

4.2.1. Requests for travel by SECAF invitation should be based on significant interest/benefit to the Air Force. Examples of valid requests would be to visit a base to assess the capabilities of a Composite Wing or to visit HQ Air Combat Command for updates on fighter upgrades. Travel to joint organizations or locations of interest to other services may not be completed under SECAF invitation.

4.3. Travel Support. Congress may request DoD support for worldwide travel under the auspices of public law (31 USC 1108 (g)).

4.4. Transportation Approval. Do not commit the Air Force to providing transportation until SAF/LLO provides notification transportation is approved. SAF/LLO will issue invitational travel orders authorizing travel and expenditure of funds related to congressional travel.

4.5. Trip Progress. Escorts will email or call SAF/LLO on a regular basis to provide updates on trip progress and receive any message traffic from home station.

4.6. Schedule Changes. Escorts will coordinate each schedule change with SAF/LLO (and SAF/FMBL, if applicable) and with all affected facilities, activities, and personnel to avoid unannounced arrivals. Cancellations should be reported immediately to SAF/LLO.

4.7. Government Funds. Through coordination with SAF/LLO, escorts will be issued government funds to be used in support of congressional travel. For CONUS travel, member and staffer expenses directly related to official trips (meals, hotels, airline tickets, etc.) will be paid by the escort. Base support agencies or private organizations that provide meals or other authorized services must be reimbursed for those expenses. Expenses related to travel (or Congressional Visits) completed without invitational travel orders will not be paid using funds issued through SAF/LL.

4.8. Unescorted Trips. Unescorted trips completed under invitational travel orders will be by exception only. For unescorted trips, the host commander notifies SAF/LL or SAF/FMBL of pending visits, itinerary changes, and any new or changed requests. The host will coordinate directly with all affected facilities, activities, and personnel regarding briefings, transportation, quarters, or other support.

4.8.1. Upon completion of unescorted trips, the host commander should inform SAF/LL or SAF/FMBL about the outcome of the visit or investigation. Field commanders should also provide information to other interested echelons at their discretion.

4.8.2. Convey the following information to SAF/LL or SAF/FMBL: the site and length of the visit, names of visiting Members of Congress and staff representatives, deficiencies disclosed by the visit, requests for information, and corrective action.

Chapter 5

CONGRESSIONAL FIELD HEARINGS AND INVESTIGATIONS

5.1. Hearings and Investigations. SAF/LL or SAF/FMBL is the commander's liaison with the Secretary of the Air Force on all congressional requests for inspection, investigation, and summary reports that require the Secretary's attention.

5.2. Controlled Area Access. Commanders must ensure all personnel fully cooperate with committees during hearings and investigations. Allow access to controlled areas in accordance with DoD 5200-1.R and AFI 31-401. Proper identification admits Members to any base, field installation, or facility and allows them to use private working space and facilities at a central location.

5.3. Official documents. When a committee wants to examine official documents, files, or records within its area of interest or pertinent to its investigation, provide the material in a room set aside for the committee unless release of these materials is not allowed under paragraph 1.1. Assign an Air Force representative to assist if needed.

5.3.1. Refer any requests from a congressional committee to copy, remove, or retain official files, documents, or records (or copies of these documents) to SAF/LL or SAF/FMBL. SAF/LL or SAF/FMBL, as appropriate, will coordinate requests to remove files with the appropriate agencies.

5.3.2. Coordinate with Office of the General Counsel (SAF/GC) concerning release of documents related to congressional investigations when there are legal issues involved such as the Privacy Act and claims of privilege.

5.4. Deficiencies. If a committee notes any deficiencies in Air Force operations or procedures during its field investigation and if the Air Force can take immediate corrective action, do so and advise the committee and either SAF/LL or SAF/FMBL.

5.5. Unescorted Investigations. If SAF/LL or SAF/FMBL personnel do not escort members of the Congress or their staffs, field commanders should inform SAF/LL or SAF/FMBL about the outcome of the visit or investigation. Field commanders should also provide information to other interested echelons at their discretion.

5.5.1. Convey the following information to SAF/LL or SAF/FMBL: the site and length of the visit, names of visiting Members of Congress and staff representatives, deficiencies disclosed by the visit, requests for information, and corrective action.

Chapter 6

CONGRESSIONAL VISITS

6.1. Local Visits. Commanders and staff agency chiefs should inform or coordinate with SAF/LL or SAF/FMBL on all matters of congressional interest including participation in local activities and visits with Members of Congress or their staffs.

6.1.1. Notify SAF/LL or SAF/FMBL when local plans or activities generate significant community interest and may interest Members of Congress.

6.2. Commander Invitation. Commanders may extend an invitation to visit their respective installation to the District Congressional Office. Invitation to DC Congressional offices should be worked through the Air Force Senate Liaison office (SAF/LLS), Air Force House Liaison Office (SAF/LLH), and the Air Force Congressional Action Division (SAF/LLZ).

6.3. Congressional Travel. When initiated by the Congress, SAF/LL or SAF/FMBL will immediately notify affected MAJCOM's when a Congressional visit is expected.

6.4. Extending Invitations. When inviting Members, staff or employees of Congress, the Executive Office of the President, or the Office of the Vice President, send SAF/LL the signed invitation and a cover letter explaining the details of the event 60 days in advance. If 60 days notice is not possible, call the SAF/LLH or SAF/LLS to determine the best way to extend the invitation to Members of Congress. Call the Air Force Congressional Inquiry Division (SAF/LLI) for the best way to extend the invitation to the Executive Office of the President or the Office of the Vice President.

6.4.1. MAJCOM/CCs may extend invitations to members and their staffs to join them on a planned base visit in their respective Congressional district. These invitations must not include the promise of transportation. The MAJCOM Legislative Affairs function will provide a copy of these invitations to SAF/LL. Make no public announcement until SAF/LL or SAF/FMBL confirms the guests will attend. Do not mention transportation of members, employees, or spouses in the invitation.

6.4.2. Coordinate with SAF/LL or SAF/FMBL and parent MAJCOM when Members of Congress or staff plans to visit an Air Force activity. At Joint Bases where the Air Force is not the lead agency, SAF/LL or SAF/FMBL will also notify the appropriate sister service legislative affairs office. When a request for a Congressional visit is received at the installation level, the affected MAJCOM will forward the details of the request to SAF/LL. SAF/LL will forward the information to SAF/FMBL if applicable.

6.5. Candidates. Commanders should encourage and welcome visits by candidates seeking to receive briefings, tours, or other official DoD information. However, DoD personnel acting in their official capacity may not engage in activities that associate DoD with any partisan political campaign or election, candidate, cause, or issue. Interaction with candidates for political office must not imply or appear to imply sponsorship, approval, or endorsement of any such candidates or political views; including, the use of installation facilities by any candidate for political campaign or election events. This prohibition does not apply to the President, Vice President, or Speaker of the House of Representatives. Contact SAF/LL or the Office of Public Affairs (SAF/PA) with questions regarding these restrictions.

6.5.1. For unescorted trips, the host commander will notify SAF/LL or SAF/FMBL of pending visits, itinerary changes, and any new or changed requests as soon as possible. The host will coordinate directly with all affected facilities, activities, and personnel regarding briefings, transportation, quarters, or other support.

6.5.2. For unescorted trips, the host commander should inform SAF/LL or SAF/FMBL about the outcome of the visit or investigation. Field commanders should also provide information to other interested echelons at their discretion.

6.5.3. Convey the following information to SAF/LL or SAF/FMBL: the site and length of the visit, names of visiting Members of Congress and staff representatives, deficiencies disclosed by the visit, requests for information, and corrective action.

6.6. Photographic Documentation. Photographic documentation of Congressional visits to Air Force installations and facilities is required. When photography is completed, the host PA organization must send a digital copy of each image to SAF/LL or SAF/FMBL within 24 hours. Images must include caption and Visual Information Record Identification Number (VIRIN) information in accordance with AFI 35-109 and DoDI 5040.02. Captions should include Congressional Delegation/Staff Delegation (CODEL/STAFFDEL) designation, occasion, location, dates, names, and duty titles of individuals in the photograph, and contact information for the individual responsible for the photograph. SECAF (or designated OPR) is the authority for public release of such imagery.

6.6.1. Original imagery must be accessioned in accordance with AFI 35-109 and DoDI 5040.02 with caption and VIRIN information. The Air Force may print copies of the images by Air Force government-owned or government-contracted facilities, or arrange for printing by commercial entities.

6.7. (Added-AETC) Wing Commanders. For congressional visits, wing commanders will:

6.7.1. **(ADDED-AETC)** Appoint a project officer as the POC for the visit. The POC will coordinate through appropriate channels to notify HQ AETC/CCX of the visit. The Wing POC will coordinate the proposed itinerary with the assigned SAF/LL or SAF/FMBL POC and HQ AETC/CCX.

6.7.2. **(ADDED-AETC)** Encourage members of Congress to visit their installations for official functions, ceremonies, and open houses. Such activities provide members of Congress the opportunity to become familiar with the Air Force missions and personnel located in their district. Installation orientation visits for newly elected members of Congress are particularly recommended.

6.7.3. **(ADDED-AETC)** Before submitting invitations, ensure the format is in accordance with AFI 90-401 section 6.4 and this supplement. Routine invitations include those for air shows and open houses, activation and inactivation ceremonies, and other special events of a non-sensitive nature. Contact HQ AETC/PA for information regarding invitations not falling into this category. See attachment 3 for a sample letter of invitation. The signed invitation and cover letter should explain the details of the event 60 days in advance. If a 60-day notice is not possible, contact HQ AETC/CCX to confirm the best way to extend the invitation. Make no public announcements until SAF/LL confirms the invited guest will attend. Do not mention transportation of members, employees, or spouse in the invitation. If contemplating

Air Force-provided air travel in conjunction with an invitation, comply with AFI 90-401, Chapter 4.

6.7.4. **(ADDED-AETC)** Within 5 duty days after the conclusion of the congressional visit, submit an after-action report to AETC/CC with a copy to HQ AETC/CCX. See attachment 4 for the proper report format.

Chapter 7

OFFICIAL REPRESENTATION FUNDS (ORF)

7.1. ORF. Per AF policy and SAF/GC, ORF covers Congressional members, Professional Staff members (not personal staff), and Military Legislative Assistants.

Chapter 8

MAJCOM, NAF, WING COMMANDER VISITS

8.1. Wing Commander Capitol Hill Visits. First term Wing Commanders are required to visit their Congressional delegations annually. Although not required, NAF and MAJCOM Commanders are also encouraged to make periodic visits to Capitol Hill.

8.1.1. Capitol Hill visits begin each year after the President's Budget (PB) is delivered to Congress and after the SECAF and CSAF accomplish their first Hill Posture Hearing.

8.1.2. S with their respective Wing Commanders to coordinate dates and report those dates back to SAF/LLZ. SAF/LLZ will develop and publish the visit schedule for the year.

8.1.3. Once the date is established, commanders will work directly with SAF/LLZ to coordinate the details of the visit.

8.2. Community Groups. Installation commanders, public affairs officers, and/or other military officials generally should not accompany community groups to the Pentagon and must not attend group meetings on Capitol Hill, e.g. Civic Leader Meetings. If a representative from the community group contacts the installation commander and/or the local Public Affairs (PA) office about such a visit, the group representative should be referred to SAF/PA. (see Attachment 2 for phone numbers and email addresses)

8.3. (Added-AETC) Wing Commanders will contact HQ AETC/CCX to schedule their annual trips to Washington DC to visit with congressional members from their state or district. After the visit, the wing commander will submit a post-visit report summarizing the visit through appropriate channels to AETC/CC with a courtesy copy to HQ AETC/CCX. Wing commanders have the discretion to communicate with AETC/CC directly after their visit as they determine appropriate.

Chapter 9 (Added-AETC)

AETC HEADQUARTERS STAFF AND UNIT RESPONSIBILITIES

9.1. (ADDED-AETC) AETC is responsible: For complying with the provisions of AFI 90-401. To meet these responsibilities in a prompt, factual and consistent manner, HQ AETC established the Office of Congressional Activities in HQ AETC/CCX as the command office of primary responsibility for congressional activities. For questions, contact this office at DSN 487-5844, commercial (210) 652-5844 or email aetcccx@us.af.mil.

9.2. (ADDED-AETC) Responsibilities of the Command Action Group, HQ AETC/CCX.

9.2.1. (ADDED-AETC) HQ AETC/CCX will provide the Commander assessments of congressional activities command wide, including congressional inquiries that merit the Commander's attention.

9.2.2. (ADDED-AETC) HQ AETC/CCX is the AETC OPR for official visits by Members of Congress (MOC) and Congressional staff. As the OPR they will:

9.2.2.1. (ADDED-AETC) Coordinate the proposed itinerary with HQ AETC/CCP and SAF/LL or SAF/FMBL project officers.

9.2.2.2. (ADDED-AETC) Provide HQ AETC/CCP, HQ AETC/PA, and HQ AETC/DS with information on the purpose and timing of the visit IAW AETCI 90-110, *Notification of Distinguished Visitor to AETC Installations*.

9.2.2.3. (ADDED-AETC) Inform HQ AETC/FM of all visits that may require disclosure of financial information or policy and coordinate with all appropriate HQ AETC staff directorates.

9.2.3. (ADDED-AETC) HQ AETC/CCX will monitor and assist the HQ AETC staff, installations, and units conducting congressional visits IAW AFI 90-401 and this instruction.

9.2.4. (ADDED-AETC) In the event a congressional inquiry requires inputs from multiple functionals to provide an AETC response, HQ AETC/CCX will coordinate with the respective functionals to determine the OPR.

9.2.5. (ADDED-AETC) HQ AETC/CCX will provide the AETC command section and directorates, as necessary, with biographical information on MOC and their staffs, hearing resumes and transcripts, and excerpts of legislative language.

9.2.6. (ADDED-AETC) HQ AETC/CCX will monitor and notify AETC/CC and CV of legislative actions and issues that affect the command.

9.2.7. (ADDED-AETC) HQ AETC/CCX will coordinate with SAF/LLZ to support AETC wing commanders in scheduling their annual trips to Washington DC to visit MOC.

9.2.8. (ADDED-AETC) HQ AETC/CCX will coordinate with HQ AETC staff and supporting units to prepare witnesses for congressional hearings IAW AFI 90-401.

9.2.9. (ADDED-AETC) HQ AETC/CCX will prepare written and oral statements for AETC/CC and CV and coordinate them through the appropriate HQ USAF and Secretary of the Air Force (SAF) agencies.

9.2.10. **(ADDED-AETC)** HQ AETC/CCX will coordinate written and oral statements to be given by HQ AETC directorates, numbered air force commanders, and wing commanders through AETC/CC and the appropriate HQ USAF and SAF agencies.

9.2.11. **(ADDED-AETC)** HQ AETC/CCX will act as the point of contact for all matters related to legislative actions and issues including releasing information from AETC sources in response to congressional inquiries. EXCEPTION: Cases within the purview of the HQ AETC/IG IAW AFI 90-301, *Inspector General Complaints Resolution*, being addressed through the IG complaints program.

9.3. (ADDED-AETC) Responsibilities of the Director of Staff, HQ AETC/DS.

9.3.1. **(ADDED-AETC)** HQ AETC/DS will resolve all issues concerning communication and contact with congressional representatives by AETC organizations.

9.3.2. **(ADDED-AETC)** HQ AETC/DS will inform HQ AETC/CCX and the tasked organization of the final response to the specific congressional inquiry. In most cases, AETC/CV will be the release authority for congressional responses for HQ AETC staff directorates.

9.4. (ADDED-AETC) The Comptroller, HQ AETC/FM, will maintain liaison for the HQ AETC staff with SAF/FM on all budgetary matters and with the General Accounting Office as directed by AFI 65-401, Relations with the General Accounting Office.

9.5. (ADDED-AETC) Responsibilities of the Inspector General, HQ AETC/IG.

9.5.1. **(ADDED-AETC)** HQ AETC/IG will initiate AFI 90-301, *Inspector General Complaints Resolution* investigations as necessary to respond to congressional inquiries referred through IG channels to AETC Headquarters.

9.5.2. **(ADDED-AETC)** Consolidate all congressional inquiry information and provide a report to the AETC/CV through HQ AETC/CCX on a quarterly basis, unless otherwise requested for trip or meeting support.

9.6. (ADDED-AETC) Responsibilities of the Staff Judge Advocate (SJA), HQ AETC/JA.

9.6.1. **(ADDED-AETC)** HQ AETC/JA will monitor replies to members of Congress concerning disciplinary actions as outlined in Chapter 12 of AFI 51-201, *Administration of Military Justice*, as well as replies concerning other legal issues.

9.6.2. **(ADDED-AETC)** HQ AETC/JA will coordinate on responses from the relevant SJA to congressional/high-level inquiry taskings from AFLOA/JAJM concerning disciplinary issues. HQ AETC/JA will ensure the SJA's immediate commander and HQ AETC/CCX receive a copy of the completed response.

9.7. (ADDED-AETC) Responsibilities of the Public Affairs, HQ AETC/PA.

9.7.1. **(ADDED-AETC)** HQ AETC/PA will monitor all invitations to members of Congress from AETC assigned units as outlined in paragraph 6.7.3 of this supplement. They will staff the invitation package through HQ AETC/CCX to AETC/CV for approval. Once approved/disapproved, HQ AETC/PA will send a signed letter of invitation back to the originating office. See Attachment 3 for a sample letter of invitation.

9.7.2. **(ADDED-AETC)** HQ AETC/PA will take appropriate action when congressional visits or requests for information may attract public attention or stimulate public interest in the media or general public.

9.7.3. **(ADDED-AETC)** HQ AETC/PA will complete the required orientation flight information for congressional members and /or their staffs who are visiting HQ AETC.

9.8. (ADDED-AETC) HQ AETC staff directorates will notify HQ AETC/CCX and HQ AETC/IGQ upon receipt of all congressional inquiries. AETC/CV is the release authority for most congressional inquiries for HQ AETC staff directorates.

9.9. (ADDED-AETC) Responsibilities of Wing Commanders.

9.9.1. **(ADDED-AETC)** Wing commanders will monitor all congressional matters in their command, including complaints, inquiries, requests for information and visits from members of Congress and/or their staffs.

9.9.2. **(ADDED-AETC)** Wing commanders will handle complaints or inquiries received from a member of Congress IAW AFI 90-401 but also send a courtesy copy through appropriate reporting channels to HQ AETC/CCX and HQ AETC/IGQ within 24 hours of receipt. Wing commanders will prepare an interim and/or final response to the inquiry. Wing commanders will submit a courtesy copy of all responses through appropriate reporting channels to HQ AETC/CCX and HQ AETC/IGQ.

9.9.3. **(ADDED-AETC)** Wing commanders will ensure their IG monitors congressional inquiries and ensure compliance with AFI 90-301 (when applicable), AFI 90-401 and this supplement. *NOTE:* In the absence of an installation IG position, the commander may designate a POC for congressional inquiries.

9.9.4. **(ADDED-AETC)** Wing commanders will notify HQ AETC/CCX through appropriate channels when local plans or activities generate significant community interest and, in turn, may generate interest from members of Congress.

9.10. (ADDED-AETC) The IG at wings and intermediate headquarters will inform HQ AETC/IG when they enter any issue from a congressional inquiry into the AF IG complaint resolution process. They will process these issues IAW AFI 90-301.

Michael B. Donley
Secretary of the Air Force

(AETC)

ROBIN RAND, General, USAF
Commander, Air Education and Training Command

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDD 4515.12, *Department of Defense Support for Travel of Members and Employees of Congress*, January 15, 2010

DoDD 5142.1, *Assistant Secretary of Defense (Legislative Affairs)*, September 15, 2006

DoDI 5400.4, *Provision of Information to Congress*, March 17, 2009

DoDI 5545.2, *Policy for Congressional Authorization and Appropriations Reporting Requirements*, December 19, 2008

Office of Management & Budget Circular A-11, *Preparation, Submission, and Execution of the Budget*, August 18, 2011, Revisions November 10, 2011

Office of Management & Budget Circular A-19, *Legislative Coordination and Clearance*, September 20,

1979

AFI 90-301, *Inspector General Complaint Resolution*, August 23, 2011

DoD 5400.7-R_AFMAN 33-302, *Freedom of Information Act Program*, October 21, 2010

AFI 33-332, *Air Force Privacy Program*

DoD 5400.11-R, *Department of Defense Privacy Program*, May 14, 2007

Hamre, John, J. Memo to the Honorable Jerry Lewis, United States House of Representatives, Washington D.C., 22 June 1999

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Document

AFR—Air Force Regulation

ANG—Air National Guard

CBO—Congressional Budget Office

CODEL—Congressional Delegation

CONUS—Continental United States

CSAF—Chief of Staff of the Air Force

DoD—Department of Defense

DoDI—Department of Defense Instruction

FOIA—Freedom of Information Act

FOUO—For Official Use Only

HAF—Headquarters Air Force

HOI—Headquarters Operating Instruction

IFRs—Inserts for the Record

MAJCOM—Major Command

MD—Mission Directive

MLA—Military Legislative Assistant

MOC—Member of Congress

NAF—Numbered Air Force

OASD/PA—Office of the Assistant Secretary of Defense for Public Affairs

OCR—Office of Coordinating Responsibility

OMB—Office of Management and Budget

OPR—Office of Primary Responsibility

ORF—Official Representation Fund

OSD—Office of the Secretary of Defense

OSD/LA—Secretary of Defense for Legislative Affairs

PB—President's Budget

QFR—Questions for Record

RDS—Records Disposition Schedule

RFI—Request for Information

SAF/FM—Office of the Assistant Secretary (Financial Management and Comptroller)

SAF/FMBL—Office of Budget and Appropriations Liaison

SAF/GC—Office of the General Counsel

SAF/LLH—Office of Legislative Liaison, House Liaison Office

SAF/LLI—Office of Legislative Liaison, Inquiry Division

SAF/LLO—Office of Legislative Liaison, Air Operations Division

SAF/LLS—Office of Legislative Liaison, Senate Liaison Office

SAF/LLZ—Office of Legislative Liaison, Congressional Action Division

SAF/PA—Office of Public Affairs

SAP—Special Access Program

SAPCO—Special Access Program Coordination Office

SCI—Special Compartmented Information

SECAF—Secretary of the Air Force

STAFFDEL—Staff Delegation

USC—United States Code

VRIN—Visual Information Record Identification Number

Terms

Congressional Correspondence—Any written communication from a member of Congress (MOC) or a Committee of the Congress requiring a response from the Air Force

(Added-AETC) Congressional Hearing— A congressional committee session to take testimony from witnesses.

(Added-AETC) Congressional Inquiry— A request for information from the Air Force by a MOC, congressional committee, or congressional staff representative. Inquiries may be made in writing (including emails), telephonically, or in person.

(Added-AETC) Congressional Response— A response to a congressional inquiry sent either directly to a congressional member or staff representative or sent to SAF/LL, SAF/FMBL, or another agency for help in preparing a final Air Force response. Responses may contain classified and/or sensitive information.

(Added-AETC) Congressional Visit— A visit by MOC, their personal staffs, or committee staff members or other delegation to an AETC unit or installation for an orientation, to attend an official event or to gather information about Air Force operations. Visits include office calls with MOC by the AETC Commander or a designated AETC representative.

Request for Information—Written/verbal inquiries from a MOC, Committee, requesting information on AF policies, programs, or activities to include follow up from Congressional engagements

Inquiries—Correspondence sent by a private citizen to a MOC, WH, Elected official requesting information on a particular subject

Notifications—Information the AF is required by statute to deliver to Congress, or a proactive dissemination of information to Congress

Attachment 2**OFFICE OF LEGISLATIVE LIAISON (SAF/LL), BUDGET & APPROPRIATIONS LIAISON (SAF/FMBL), AND LEGISLATIVE AFFAIRS SECURITY OFFICE (OSD/LA) TELEPHONE FAX, AND EMAIL DIRECTORY****Office of the Director (SAF/LL)**

DSN 227-4142/(703)697-4142/FAX: 227-2001/(703)697-2001

Email: safll.workflow@pentagon.af.mil

House Liaison Office (SAF/LLH)

DSN 325-4531/(202)685-4531/FAX: 325-2592/(202)685-2592

Email: safllh.workflow@pentagon.af.mil

Congressional Inquiry Division (SAF/LLI)

DSN 227-3783/(703)697-3783/FAX: 223-6340/(703) 693-6340

Email: saflli.workflow@pentagon.af.mil

Air Operations Office (SAF/LLO)

DSN 227-1500/(703)697-1500/FAX: 223-7711/(703)693-7711

Email: saflllo.workflow@pentagon.af.mil

Programs and Legislation Division (SAF/LLP)

DSN 227-7950/(703)697-7950/FAX: 227-3520/(703)697-3520

Email: safllp.workflow@pentagon.af.mil

Senate Liaison Office (SAF/LLS)

DSN 325-2573/(202)685-2573/FAX: 325-2575/(202)685-2575

Email: saflls.workflow@pentagon.af.mil

Weapon Systems Liaison Division (SAF/LLW)

DSN 227-6711/(703)697-6711/FAX: 227-8623/(703)697-8623

Email: safllw.workflow@pentagon.af.mil

Congressional Action Division (SAF/LLZ)

DSN 225-1292/(703)695-1292/FAX: 224-4518/(703)614-4518

Email: safllz.workflow@pentagon.af.mil

Office of Budget & Appropriations Liaison (SAF/FMBL)

DSN 224-8110/(703)614-8110/FAX: 227-6904/(703) 697-6904

Email: saffml.workflow@pentagon.af.mil

Legislative Affairs Security Office (OSD/LA)

DSN 227-6210/(703)697-6210/FAX: 223-5530/(703) 693-5530

Email: osdla.constituentinquiries@osd.mil**Secretary of the Air Force Public Affairs (SAF/PA)**

DSN 227-6061/(703)697-6061

Email: safpa.workflow@pentagon.af.mil

Attachment 3 (Added-AETC)**SAMPLE LETTER OF INVITATION TO A MEMBER OF CONGRESS**

Figure A3.1. SAMPLE LETTER OF INVITATION TO A MEMBER OF CONGRESS

(Letterhead stationery)*(Date)*

General Robin Rand
Commander
Air Education and Training Command
1 F Street, Suite 1
JBSA-Randolph TX 78150-4324

Honorable John A. Candler
House of Representatives
Washington DC 20515-0001

Dear Mr. Candler *(see note)*

Joint Base San Antonio Lackland will hold its annual open house on November 6, 2013.
(The first paragraph may be used to elaborate on activities planned for the event; for example; who will be performing.)

On behalf of the men and women of the 37th Training Wing, I cordially invite you and Mrs. Candler to be our honored guests. Formal activities will begin at 2:00 p.m. An informal reception will immediately follow at the Joint Base San Antonio Lackland Officers Club.

We sincerely hope your schedule permits you to accept our invitation to participate in this special event. If you are able to join us, Major John Smith, the 37th Training Wing's Public Affairs Chief, is standing by to assist your staff with your travel arrangements. Major Smith may be reached at (210) 652-1234.

Sincerely

ROBIN RAND, General, USAF

(NOTE: In case of a Senator, indicate "Dear Senator Candler.")

Attachment 4 (Added-AETC)**FORMAT FOR AN AFTER-ACTION REPORT**

A4.1. (AETC) Format for an After-Action Report. An after-action report (AAR) is due 5 duty days after the last day of a congressional visit. The AAR should be sent as an email as described in this attachment.

A4.2. (AETC) Addressing the Email. The email should be sent from the installation commander or deputy (on behalf of...). Address the email to the personal email account of AETC/CC (i.e. robin.rand@us.af.mil). Send a courtesy copy of the email to the commander's executive officer, aetc.cce@us.af.mil and to the command action group, aetc.ccx@us.af.mil.

A4.3. (AETC) Email Subject. The subject line should start with AAR then include a concise statement regarding the visit i.e. "AAR for STAFFDEL visit to 402ABW on 6 Nov 13".

A4.4. (AETC) Body of the email. The body of the email should contain at least the following items.

A4.4.1. **(AETC) Background.** This section should list the names of the Congressional visitors as well as their AF escorts and the dates of the visit. Identify the purpose of the visit and any discussion topics. Also specify any briefing materials and/or mementos distributed.

A4.4.2. **(AETC) Visitor Observations.** Provide any discussion highlights by the Congressional representative.

A.4.4.3. Action Items. List any action items in this section. If there is none, then state so in this section.

A4.4. (AETC) 4 Overall Impression. In this section the installation commander should provide their opinion of the visit. They can include comments on what they thought went well and where there may be issues/concerns.

A.4.4.5. Recommendations. Provided any recommended CC/CV action. If there is none, then state information only in this section.

A4.4.6. **(AETC) Point of Contact (POC).** Include the name, title, organization, office symbol, email address, DSN and commercial phone number for the person most knowledgeable about the significant issues.

A4.5. (AETC) Closure. Close the email with the signature block of the person sending the email; include DSN and commercial phone number.